

JOB DESCRIPTION

 REV 7/2015	SUB INSTRUCTOR	Prepared by: Director of Vocational Date: 7/01/2015
	Name:	Approved by: Date:
	Exempt: No Div/Loc: Vocational	Reports to: Director of Vocational

SUMMARY: Supervises and coordinates activities of developmentally disabled individuals in adult habilitation program to train and improve skills to help them reach their maximum potential by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes but not limited to the following:

- Demonstrates job duties to disabled individual and observes and/or assist worker, if necessary, performing tasks to ensure understanding of job duties.
- Train and assign individual to specific tasks such as cleaning, sorting, assembling, repairing, or hand packing products or condiment, etc.
- Assist individual in adult habilitation with individual living skills.
- Monitors work performance at each individual's work station to ensure compliance with procedures and safety regulations and to note behavior deviations.
- Examines workplace visually to verify adherence to specifications.
- Confers with individuals to explain or to demonstrate task again to resolve work related difficulties.
- Reassigns individual to simpler tasks when worker cannot perform assigned tasks, or to tasks containing higher degrees of complexity as level of competence is reached.
- Supervises clients at all times
- Maintains confidentiality of records for all assigned clients, including but not limited to, multi-discipline evaluation; IHP, documents and Case Management Program review data.
- Maintain a conducive environment where clients, may reach their maximum potential.
- Required to be familiar with Safety and Hazard guidelines set by LARC/ OSHA and implement such guidelines.
- Reviews and implements IHP's (Individual Habilitation Plan) on assigned clients.
- Participates in IHP (Individual Habilitation Plan) meetings, interdisciplinary and Case Management Review staffing, and other meetings as scheduled by the Director of New Hope or His/Her designee.
- Confers with Director of New Hope or QMRP of any individual client program changes and completes monthly progress reports on all clients assigned for review by the QMRP.
- Implement objectives contained in treatment plans, such as behavior plans and special diets, etc.
- Maintains accurate records, including but not limited to, attendance data, client time sheets, waiver logs, client contract reports, monthly/quarterly reviews, accident/incident reports, client assessments and updates, maintain client files, and must implement a work schedule for client/workers.
- Assist client/workers with self help needs when necessary.
- Assume van duty assignment as scheduled.
- Must attend on-going in-services and staff meetings.
- Maintain personal time sheets.

- Responsible for knowing and carrying out the established policies and procedures of the Lafayette Association for Retarded Citizens as well as guidelines set forth by the State Licensing division.
- Responsible for maintaining the respect, dignity, and rights of all client/workers.
- Reports any incident of staff injury/incident immediately to the supervisor; complete written report before the end of the shift of injury/incident.
- Reports any incident of client injury/incident immediately to the QMRP; complete written report before the end of the shift of injury/incident.
- Responsible for coordinating services and maintaining appropriate, professional relationships within this agency, with workers, outside agencies, employers, family members, staff and supervisor.
- Responsible for effectively utilizing acquired in-service training techniques to manage both inappropriate and aggressive behaviors of clients.
- Perform other routine tasks which may be assigned by the program director or his/her designee.

SUPERVISORY RESPONSIBILITIES: Directly supervises up to 8 clients or a fraction thereof, depending upon the functional impairment of the clients involved. Responsibilities include training clients; planning, assigning, and directing work; appraising performance; rewarding and disciplining clients; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Must have a GED or high school diploma. Must have 3-4 years experience working with developmentally disabled individuals or some kind teaching experience. Required criminal history check of personnel working with individuals with disabilities.

LANGUAGE SKILLS: Ability to read and interpret documents as they apply to client/workers. Ability to write routine reports and correspondence. Ability to speak effectively and fluently with clients, parents and employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw, as needed.

REASONING ABILITY: Ability to apply sound practical judgment when carrying out day to day responsibilities. Carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must be able to lift up to 20 pounds frequently. The employee must occasionally lift and/or move more than 100 pounds. Some heavy lifting required with assistance of other employees and/or lift (if necessary). Clients need to be lifted and/or moved from one position to another, this is not to be done without assistance and proper safety devices. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.

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I have read and understood this job description

Employee's Signature

Date